

**MISSISSIPPI MILITARY DEPARTMENT  
STATE EMPLOYEE POSITION ANNOUNCEMENT  
ANNOUNCEMENT #14-06**

**OPENING DATE:** 24 Jan 14      **CLOSING DATE:** 7 Feb 14      **AGENCY:** 5701      **PIN:** 0098

**POSITION:** RANGE SPECIALIST I

**SALARY RANGE:** \$24,257.79

**LOCATION OF POSITION:** Camp Shelby Training Site, Camp Shelby, MS 39407-5500

**TELEPHONE INQUIRIES:** Mr. Frank Janotta (601) 313-6243 DSN: 293-6243

**APPLICATION MUST BE SUBMITTED TO:** MS Military Department, ATTN: JFH-MS-C-HR, Post Office Box 5027, Jackson, MS 39296-5027. **STREET ADDRESS:** 1410 Riverside Drive, Jackson, MS 39202-1237.

**APPLICATION MUST BE RECEIVED BEFORE 4:00 P.M. ON CLOSING DATE.**

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**SPECIAL CONDITION:** *MS State Law requires that male applicants between the ages of eighteen (18) and twenty-six (26) submit satisfactory documentation of their compliance with the draft registration requirements of the Military Selective Service Act with application. In addition, males between the ages of eighteen (18) and twenty-six (26) who are currently employed shall not be promoted to higher positions until they submit documentation of compliance with the requirements of the Federal Selective Service Act.*

**MINIMUM QUALIFICATIONS:**

1. High school graduate or equivalent (GED) and one (1) year experience in range/target or mechanical/electrical maintenance.
2. Active Mississippi National Guard or retired (20 years) in the Mississippi National Guard (EM only).
3. Possess a valid state driver's license and if authorized to operate a Government Vehicle, have the ability to obtain and Maintain a US Government Motor Vehicle Operator's ID card. **PROOF OF DRIVER'S LICENSE MUST BE SUBMITTED WITH APPLICATION.**
4. Knowledge of electronics and computers desired.
5. Physical stamina to work long hours on rough terrain under adverse weather conditions.
6. Shift work will be required to support live fire training.

**DUTIES AND RESPONSIBILITIES:** (Not all inclusive, will be fully explained during interview)

1. Maintains the landscape of the firing ranges and training areas at Camp Shelby by utilizing lawn tractors, weed eaters, shovels, rakes, bush hogs, as well as various other forms of equipment.
2. Assists in the instruction of using units in the proper set-up and operation of all target systems..
3. Operates computerized ranges for using units and maintenance requirements.
4. Makes basic electronics repairs to AC/DC, 120V, and 12V systems.
5. Assist in installing targets in the high explosive impact area for various weapon systems.
6. Assist in the installation of targets and target devices to accommodate four Tank/Bradley ranges for day/night phase.
7. Repair target protective berms, range roads and other damage to ranges caused by live fire exercises.
8. Performs maintenance and rehabilitation of targets, target devices, target pits and safety panels.
9. Assist in the maintenance and repair of all danger, warning and off-limit markers/signs for year round training.
10. May be required to assist in installing up to 115 targets and target devices to accommodate a Combined Arms Live Fire Exercise.

**AREA OF CONSIDERATION: OPEN COMPETITIVE**

### **SPECIAL REMARKS/PLACEMENT STATEMENTS/SUMMARY OF POLICIES**

Mississippi Military Department policy is to ensure fair treatment of applicants and employees in all aspects of personnel administration without regard to race, religious creed, political affiliation, national origin, sex, age, or disability. However, the Mississippi Military Department reserves the right to enforce military physical, age and gender requirements to positions which are essentially military in nature or for which military membership is required.

Promotional and future salary increases will be IAW Military Dept. policy and as authorized by the State Legislature. All salary increases are subject to annualized funding availability.

Applicants must complete the **STATE OF MISSISSIPPI EXPERIENCE AND TRAINING RECORD (Revised 12/94)**, **MS MILITARY DEPT. ADDENDUM #1** (AGO Form 82-2R, dated 1 May 93) and **MS MILITARY DEPT. ADDENDUM #2** (AGO Form 82-3R, dated 1 Mar 94). Previous editions of these documents are not acceptable. These documents may be obtained from most non-armory facilities of the MS National Guard or by written/telephonic request to the Mississippi Military Department, ATTN: JFH-MS-C-HR, P.O. Box 5027, Jackson, MS 39296-5027 (Commercial #601-313-6243). Additional information may be attached to support qualifications. However, such does not negate completion of all applicable spaces of the State of Mississippi Experience and Training Record and both addendums. **ALL DOCUMENTS MUST BE SUBMITTED TO THE OFFICE INDICATED ON THE FRONT OF THIS ANNOUNCEMENT. DO NOT SUBMIT DOCUMENTS TO THE STATE PERSONNEL BOARD! DOCUMENTS MUST BE RECEIVED NLT 4:00 P.M. ON THE CLOSING DATE. NO PHOTOCOPY OF THE MISSISSIPPI EXPERIENCE AND TRAINING RECORD WILL BE ACCEPTED. NO OTHER TYPE APPLICATIONS ARE ACCEPTABLE.**

**PROOF OF QUALIFYING EDUCATIONAL ACCOMPLISHMENTS BEYOND HIGH SCHOOL IS REQUIRED.** Copies of college transcripts, diplomas, certificates, licenses, etc., must be legible.

**APPLICANTS FAILING TO COMPLY WITH ALL APPLICATION SUBMISSION REQUIREMENTS OR WHO DO NOT MEET MINIMUM QUALIFICATIONS WILL NOT BE CONSIDERED.** Applicants scheduled for interview who fail to appear for interview will not receive further consideration.

**SUPPORT OF THIS POSITION IS CONTINGENT UPON CONTINUED POSITION AUTHORIZATION AND AVAILABILITY OF STATE/FEDERAL FUNDING, AS APPLICABLE.**

**Active Mississippi National Guard or retired (20 years) Mississippi National Guard (EM only) is required.**

**INDIVIDUAL APPLICATIONS MUST BE SUBMITTED FOR RESPONSE TO EACH ANNOUNCEMENT.**